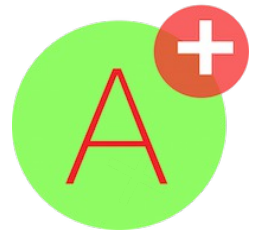


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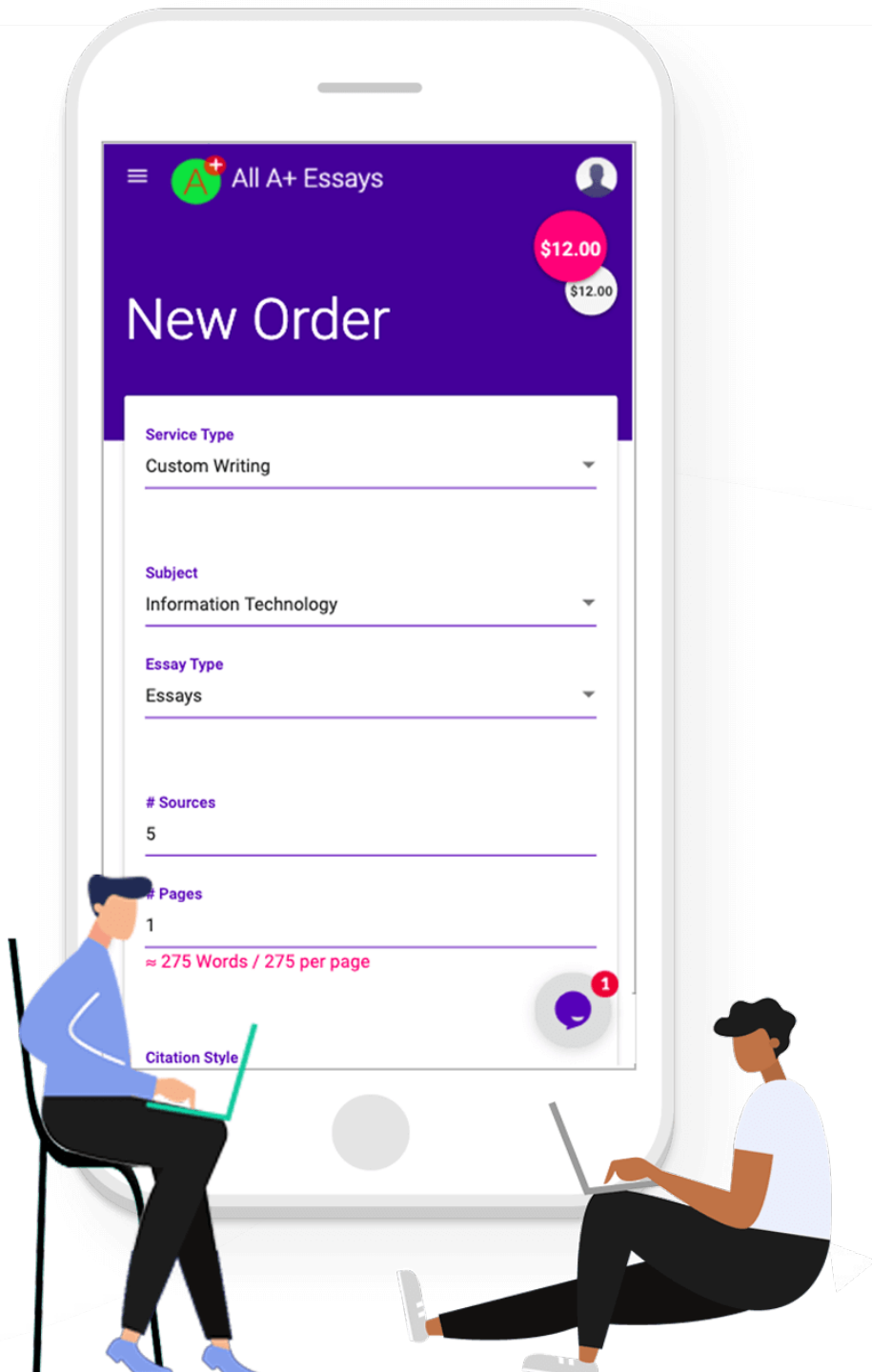


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Mind Your Business COMPETENCIES TO MASTER Can use logic, reasoning and analysis to address a business problem Can locate and use information in basic business documents, such as manuals and reports Can use a spreadsheet to perform a variety of calculations Can write a business memo Can use





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appropriate language, tone and word choice for the target audienceCan generate a variety of approaches to addressing a problemOverviewYou work for Winnie Widget, the president of Acme Widget Company. Acme is a small but growing company that has 26 current employees. The company is housed in an old





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factory building with several other small- and medium-sized companies. The area around Acme is very industrial and there are not many places to eat nearby. A number of employees have asked Ms. Widget to install vending machines in the office. Ms. Widget wants to keep employees happy but also wants





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to keep costs low. She needs your help. She has asked you to analyze the situation using a spreadsheet and to write up a memo in which you present the options and make a recommendation. Directions Part 1: Spreadsheet Begin by consulting the relevant documents in the Project resources, including the



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possible solutions. Your spreadsheet should include: the number of employees who want each machine. the average purchases per day for those who responded "Yes." the monthly costs to Acme for each option. the monthly cost for employees for each option. the total monthly cost (Acme cost + employee cost)





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for each option. Use the spreadsheet to perform the required calculations. Do not perform calculations yourself (on paper, with a calculator, etc.). Make sure to use the following formulas and functions at least once: SUMAVERAGEPRODUCT or multiplication QUOTIENT or division COUNTIF or COUNTAIF After you





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have finished the spreadsheet, answer the following questions, which are included at the bottom of the spreadsheet: Why is it useful to use formulas in this scenario? Which formula did you find most useful or hardest to use, and why? This spreadsheet will be submitted as one of two deliverables for

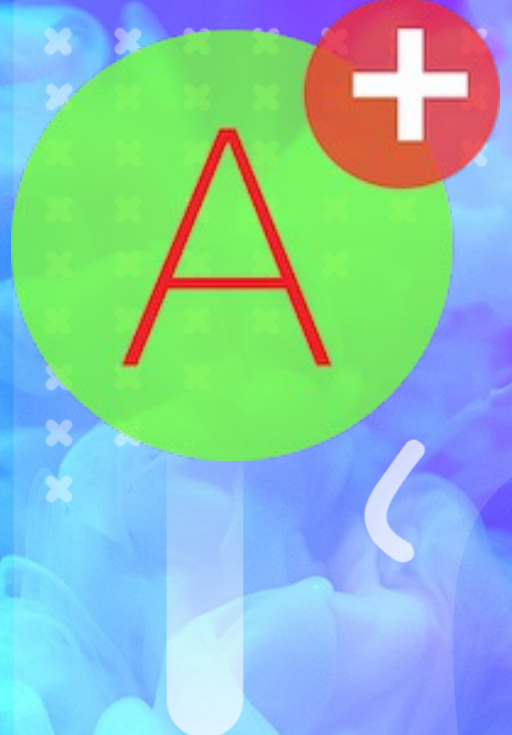




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this Project. Part 2: MemoFlesh out the details of your top three solutions that you think you will present in your memo. Note the advantages and drawbacks associated with each solution. Remember there are nonmonetary considerations as well. You can certainly use your own real-world knowledge in





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solutions. identify the best solution and explain why it is best. be written in standard format (see the Business Memo Purpose and Format resource in the Project resources). use appropriate language for its purpose (see Audience and Purpose resource in the Project resource). be free of spelling and





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grammar mistakes. DELIVERABLES Completed
Spreadsheet Accepted File Types: .xls, .xlsx Business
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College for America. Spreadsheet This resource contains the Acme Widget Company Employee Survey Results. Review the spreadsheet, explore the remaining Project resources, then complete the spreadsheet. Submit it as a deliverable for this Project. VIEW ADD TO LIST Superior Sodas and More Brochure Review

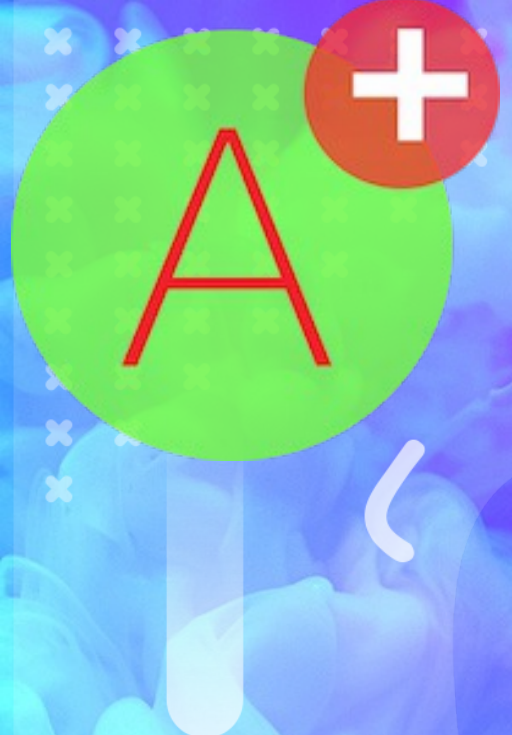




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competencies. CriteriaMastery? Relevant information from the business documents has been identified and entered correctly into the spreadsheetYesNot Yet Spreadsheet uses all required formulas appropriately and cell references wherever possibleYesNot Yet All calculations are correct and use

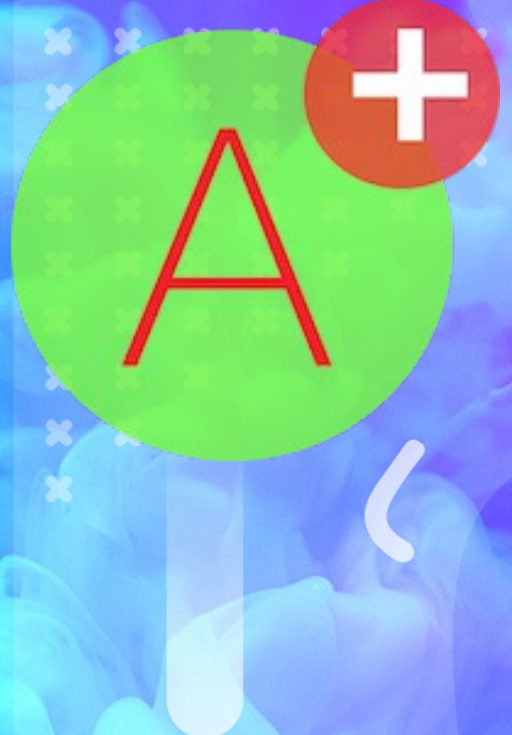




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formulas Yes Not Yet Memo identifies problem accurately Yes Not Yet Memo contains an accurate analysis of the problem Yes Not Yet Memo includes three feasible solutions to the problem Yes Not Yet Analysis of problem and possible solutions is supported with evidence Yes Not Yet Memo follows standard





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